TL23 Business Process Definition – Holiday Bid Process

The current holiday bid process will continue to be performed manually per the ATU CBA. The result from the Holiday Bids for ATU will be uploaded using the "Holiday Bid Upload" process. This will require a spreadsheet to provide the time schedule for each impacted employee. The Holiday Bid results will be provided in an Excel spreadsheet (saved as a comma delimited file, .CSV). All Holliday Bid positions will be filled. The spreadsheet contains:

- Job No.
  - The Job No can be up to 10 characters.
  - All Job# for the Communication Specialist & Power Holiday Bids start with OH.
  - All Job # for the Foreworker Holiday Bids will start with FH.
  - All Job # for the Station Agents Holiday Bids start with SH.
  - All Job # for the Train Operator Holiday Bids start with TH.
  - All Job# for the Transportation Clerk Holiday Bids start with CH.
- EmplID
  - Position is always filled, the employee's ID will be passed.
- Start Time – End Time
  - Enter shift start/end time (e.g. 0800-1600).
  - If a shift pays Primary Station Agent premium, then the shift start/end time will end with "P" (e.g. 0800-1600P).
  - If a shift contains Crew Office premium, then the shift start/end time will end with "C" (e.g. 0800-1600C).
- Location
  - The Location must match one of the predefined TCD's that have been identified as the primary Schedule Location. This is controlled by the TCD Group with the naming convention SCHEDLOCN.
  - BRTL_SCHEDULE_LOCN Query can be used to review the valid Locations accepted by the Schedule Upload interface.

The spreadsheet document will be emailed to TAAD to upload into PeopleSoft. The email will need to specify the Holiday Date for loading the schedule.

All Schedules are to be loaded to the Schedule Override Table. The BART Baseline Table is not to be changed.

All employees that are normally schedule for work (based on the Position Bid) and are not identified to work based on the Holiday Bid will have their Schedule Overridden for their original Position Bid Job No to be OFF instead of Scheduled.

NOTE: The identification of Extra Boards on a Holiday will not be identified with the AMX or PMX indicator. The Daily Vacancy page will not be able to assigned Holiday Extra Boards to open Holiday Vacancies if the employee is not normally an Extra Board based on the Position Bid. If the Daily Vacancy page cannot be used for Extra Board Daily Markup, use the Schedule Override page for assigning the Extra Board to a Vacant Holiday Bid job.

Process Steps

Step	Process	Responsibility
1.	The manual Holiday Bid is processed and employees are assigned to every job for the day. There will be no vacant jobs from the bid for a Holiday. The bid is finalized and posted	Management / Union Stewards / Employee

Step	Process	Responsibility
2.	The Scheduling Manager takes the finalized Holiday Bid and formats it into the Time and Labor Holiday Bid Upload template spreadsheet. The spreadsheet is sent to TAAD for loading	Scheduling Manager
3.	TAAD will run the Holiday Bid Upload process and verify the log when processing is completed.	TAAD
4.	Run the Query BRTL_SCHED_HOLIDAY_UPLOAD This will prompt for: • Job No – enter the first character and wildcard (e.g. F% for Foreworker) • Holiday – enter the date the Holiday was loaded for This will detail: • Job No that start with the same characters as entered in the Prompt • EmplID • Name • Work Day ID • Location Employees not listed in the Holiday Bid, will be identified as OFF for the day. Provide the query results back to the Scheduling Manager for verification	TAAD
5.	Verify the upload results and contact TAAD with fixed upload file if problems are identified.	Scheduling Manager
6.	The final Holiday Bid is to be available to F/S/M to identify the Extra Boards for the day of the Holiday. All employees expected to work on the holiday will appear in the Foreworker Daily Time Calendar page with a schedule. All employees not expected to work on the holiday will appear in the Foreworker Daily Time Calendar page with an OFF schedule. 1. A Position Bid Extraboard that has bid a non Extraboard Holiday will still be identified as AMX/PMX. 2. A Holiday Bid Extraboard that was not an Extraboard in the Position Bid will not be identified with the AMX/PMX identifier.	Foreworker / Supervisor / Manager
7.	Daily Markups for the Holiday cannot be done using the Daily Vacancy page. Instead, the Holiday Daily Markup will need to be entered using the Override Scheduled Workday page.	Foreworker / Supervisor / Manager
8.	Employee reports to work and swipes in using the TCD	Employee

Step	Process	Responsibility
9.	Foreworker will monitor their assigned employees using the Foreworker Daily Time Calendar page. The difference to a standard workday will be searching by Job No's that are identified for the Holiday. For Example, a normal schedule day, they would looks for A Line Station Agents with the Job No starting with SA. On a Holiday, they would search for A Line Station Agents with the Job No starting with SHA.	Foreworker / Supervisor / Manager
10.	To review and/or adjust time will still be by the Report Punch Time page. Use the employee's home cost center group or employee id to access the employee.	Foreworker / Supervisor / Manager
11.	Approving time worked on the Holiday will be done by using the employee's home cost center to access the employee.	Foreworker / Supervisor / Manager